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From the Cabinet Secretary

I am proud to present the 2005-2006 Kentucky Department for Libraries and Archives annual report. This was a year of great success for KDLA, as the agency continued to accomplish its mission of "serving Kentucky's need to know."

Within this report you will find documentation of KDLA's service to the public through its Archives Research Room, the State Library, and the Talking Book Library. The agency's continued focus on service is evident with many examples of initiatives and projects that assisted government agencies in serving the needs of the commonwealth.

The agency was also successful in supporting libraries statewide as users of every age were served from the



130,254 children who participated in the 2006 children's summer reading program to the 103 year-old Talking Book patron who was the first Kentuckian to be inducted into the prestigious national 10² Talking Book Club (sponsored by the National Library Service for the Blind and Physically Handicapped, a division of the Library of Congress). Kentuckians enjoy public library service in 118 counties, and KDLA continued this past year to provide support for each one of them.

This report also presents the challenges faced by KDLA in the past year. The Clark-Cooper Building, which houses the State Library along with our state's legal and historical records, is filled to capacity, putting irreplaceable records now housed in locations across Kentucky at risk. KDLA expects to seek funding for this urgently needed expansion in the future.

As the Secretary of the Education Cabinet, I take delight in the notion that through the ages, literature has been a vehicle to highlight some of life's most important truths. The message in this passage from the classic *Alice in Wonderland* is clear and intentional:

Alice came to a fork in the road. "Which road do I take?" she asked. "Where do you want to go?" responded the Cheshire cat. "I don't know." Alice responded. "Then," said the cat, "it doesn't matter." --Lewis Carroll

This annual report documents the steps of KDLA during the past year on the road to achieving the agency's mission. I hope that you enjoy reading this report as much as I did, and that you take note of the fact that in all of KDLA's projects and initiatives, the direction of the agency continues to focus on providing equitable access to information sources and serving the citizens of the commonwealth in their need to know.



From the Commissioner

The year reflected in this report was one of substantial progress for the Kentucky Department for While each of the four Libraries and Archives. divisions within KDLA continued valuable long-term service for the commonwealth, new initiatives were undertaken in many areas. The Public Records Division launched the state's first Electronic Records Archives (e-Archives) in order to preserve 21st century records. At the same time, Public Records Division staff worked diligently to find solutions for the archival storage space needs of state and local government agencies, despite the fact that the State Archives has been at maximum storage capacity for The State Library Services Division some time. prepared the first "mediagraphy" to promote Kentucky's 2006 summer reading program that

attracted more than 130,000 young Kentuckians, offered large type book collections to public libraries in 68 counties, and trained hundreds of state government employees in using KDLA services and products. The Field Services Division staff assisted the 116 public library systems with myriad innovative services while covering mileage equaling 6.5 trips around the globe – all within the state's borders! Field Services staff also introduced digital service for the Talking Book Library and administered federal grants for vital services such as web-based Live Homework Help for children in 19 counties. The Administrative Services division, in addition to providing support for every innovative project at KDLA, began planning for knowledge transfer of long-term staff members as they approach retirement during the special retirement window scheduled to close in 2008.

In addition to the new initiatives, throughout this report you will read how KDLA's dedicated staff of 138 reaches into every county of our great commonwealth to provide critical services on a daily basis. KDLA staff members can be found working in courthouses and archives preserving irreplaceable local records and in public libraries providing materials and technical assistance. Others send talking books to blind and physically disabled Kentuckians in every community. Staff members also deliver information services to state agencies, provide information databases for usage across Kentucky, and support information sharing among libraries, schools, and institutions.

Our government, economy, and society all require information to operate. The Kentucky Department for Libraries and Archives plays a key role in preserving and making information accessible for every Kentuckian. I am confident you will be informed – and impressed – as you read about these services. Our staff is committed to using time-honored customer service practices along with the latest in technology to serve Kentucky's need to know. We look forward to serving your information needs in the coming year.

KDLA Annual Report 2005-2006 Administrative Services

<u>Administrative Services Division - Serving KDLA Staff</u>

The Administrative Services Division provides administrative support to the programs of the department in the areas of fiscal, personnel/payroll, grants and contracts, facilities management, information technology, telecommunications, and shipping. Support is also provided to the Commissioner's Office and the Management Team in formulating and implementing the policies, procedures, and plans of the department in accordance with KRS 171.125-306 and 171.410-740. By providing effective internal customer service, the Administrative Services staff partners with each division in fulfilling KDLA's mission.

Serving KDLA's Need to Know

Within the internal structure of KDLA, the Administrative Services Division fulfills a role that is regulatory and supportive - regulatory in the sense that many of the support services it provides are subject to statutes and policies that must be followed. The units of the division perform the functions of:

- procurement, financial management, accounting and budgeting
- administration of grants and project management associated with the Library Services and Technology Act federal funding
- personnel administration for the agency
- operation of the agency's physical facilities
- development, operation, and support of the agency's technological infrastructure.

All of these services are provided in support of the public service and programmatic functions that are described in this report for the other three divisions of KDLA.

KDLA at a Glance

Facility

- Central office facility 140,000 sq. ft.
- State Archives Center 98,000 cu. ft.
- State Records Center (agency records storage) 178,000 cu. ft.
- State Library holdings 112,770
- Talking Book Library Holdings 155,000

People

- 138 staff when at full complement
- Current complement 125
- 4 Local Records Analysts
- 14 Regional Consultant staff in 11 remote locations
- 3 staff telecommute 1 or more days per week

Technology

- 226 networked computers in central office and remote locations
- 23 networked servers
- 12 terabytes of networked computer storage
- First Voice Over IP phone system in Kentucky State Government
- Website 3,306,002 hits per year
- Website Ask-A-Librarian - 14,250 requests, up 49%

Planning for Retirements and Knowledge Transfer

Over the years, a notable characteristic of KDLA has been the stability of its work force and the tenure of its employees. Customers have benefited from staff members' strong knowledge and experience base. As a growing number of tenured employees prepare to retire, KDLA faces the challenge of retaining the corporate memory of its senior and experienced employees. In order to provide uninterrupted service, the Administrative Services staff began the process this year of implementing a structured knowledge

transfer procedure to systematically capture the essential job-specific knowledge and skills of departing employees. Incorporating this process as a normal course of business, as one component of employees exit planning, will ensure continuity in customer service as new employees join the agency.

Financial Support/Grants

The Administrative Services Division oversees the disbursement of funds and coordinates the LSTA program. KDLA relies on state and federal funding to carry out its initiatives. The following provides a summary of key programs supported during the 2005-2006 fiscal year.

State Funding

- <u>Local Records Grants \$430,000</u>: Forty-one grants were awarded to local government officials to improve their recordkeeping practices and to preserve their information as a strategic resource.
- <u>Public Library Facilities Construction Funds \$1,475,000</u>: Nineteen public libraries received continued assistance with the retirement of debt incurred for the construction or renovation of local library facilities.
- <u>State Aid \$3,999,771</u>: State aid grants were distributed to county public libraries for promoting, aiding and equalizing public library service in Kentucky.
- <u>Institutional Subgrants \$23,000</u>: Grants were awarded in partnership with the Kentucky Department of Corrections to administer and provide library services to the prison population.
- Bookmobile/Outreach Program \$24,553: An outreach vehicle grant for \$21,500 was awarded to Leslie County, and bookmobile repair grants totaling \$3,053 were awarded to assist in keeping the state's bookmobile fleet operational. Kentucky's bookmobiles provide library services to citizens who are unable to physically visit a library.

<u>Federal Funding – LSTA</u>

The Institute of Museum and Library Services (IMLS) provides funding to State Library Agencies using a population-based formula in accordance with the Library Services and Technology Act (LSTA). State Libraries may use these funds to support statewide initiatives and services, and for local library activities through the distribution of direct subgrants or cooperative agreements with all types of libraries.

KDLA is responsible for administering LSTA funds in Kentucky. Funded activities promote expanded library services and electronic access to information and educational resources; linkages between and among all types of libraries; partnerships with other agencies and community-based organizations; and programs that make library resources accessible to urban, rural or low-income residents, and others who have difficulty using library services.

Programs supported with federal LSTA funds include:

- Kentucky Talking Book Library Funds supported one central and two regional libraries that provide materials in alternative formats to individuals whose physical disability prevents them from reading print materials.
- Continuing Education for Public Librarians Funds were used to coordinate and promote continuing education opportunities for public library staff and trustees for the purposes of improving library services throughout the commonwealth and assisting librarians in meeting state certification requirements.
- <u>Kentucky Union List of Serials</u> Funds were used to maintain a centralized database that provides accurate and complete information about serial/journal holdings in libraries of all types to library staff and end users.
- <u>Technical Support for Public Libraries</u> Funds were used to provide professional technology support and training for library staff throughout Kentucky to assist them in providing and improving local library services.

<u>Technical Support – Planning for Automation Subgrants</u>

Funds supported local libraries' efforts to plan for automation. Through this support, local libraries prepared for impending automation by working with KDLA to develop an automation plan, visiting and reviewing automation systems at other libraries, and conducting in-house evaluation of current systems. Grants were awarded to the following libraries:

- Green County Public Library \$4,568
- Menifee County Public Library \$5,000

<u>Technical Support – Library Automation Subgrants</u>

Funds were used for automation equipment, programs, retrospective conversion, system migration and other expenses associated with automation. Grants were awarded to the following libraries:

- Casey County Public Library \$4,989
- Crittenden County Public Library \$13,082
- Daviess County Public Library \$40,000
- Fulton County Public Library \$20,520
- Shelby County Public Library \$39,897
- Trimble County Public Library \$2,045
- Frontier School of Midwifery (Leslie County) \$6,100
- University of Kentucky (Fayette County) \$24,204
- University of Louisville (Jefferson County) \$18,925

<u>Technical Support – Library Innovation Subgrants</u>

Funds were used to provide support for innovative programs that positively impacted service to patrons. Grants were awarded to the following libraries:

- <u>Bath County Public Library \$6,863</u>: Equipment was purchased to allow both the library and community groups to record and make available programs via the Internet.
- Boyd County Public Library \$13,500: Electronic audio books were purchased for check-out using iPods as a means of encouraging the teen population to develop their reading skills.
- <u>Cumberland County Public Library \$6,015</u>: Purchased and installed a wireless network system and laptop computers for use by students, researchers, and others requiring large blocks of computer time.
- <u>Daviess County Public Library \$12,325</u>: Downloadable audio books and audio players were purchased to address patrons' requests for books in audio format.
- Greenup County Public Library \$17,150: Purchased and installed equipment to provide access to electronic and Internet resources for blind and limited vision community members.
- Menifee County Public Library \$23,400: Laptop computers, Internet access, printers and music were purchased to create an area within the library for teens to study and work.
- Owen County Public Library **\$20,000**: Purchased equipment to teach adults computer literacy skills increasing their comfort level in computer use.
- <u>Paul Sawyier Public Library (Franklin County) \$9,060</u>: Purchased and installed a fingerprint identification system to facilitate patron check-out.
- Rowan County Public Library **\$2,260**: Converted rare local documents and photographs to digital format and made them available on the Internet.
- <u>Spencer County Public Library \$529</u>: Purchased a typewriter for patron use in response to patron requests.
- <u>Trimble County Public Library \$7,613</u>: Purchased and installed presentation equipment for library and community programs.

Prime Time Family Reading Time® Subgrants

Through a partnership with the Kentucky Humanities Council, 13 libraries were able to participate in this national reading initiative, with \$40,000 being awarded. The project seeks to promote children's reading and book discussion within the context of families, and to promote libraries as places for family literacy support and high-quality educational and entertainment experiences. Participating county public libraries were: Bath, Boyd, Clay, Fleming, Grayson, Greenup, Jackson, Madison, Montgomery, Pike, Pulaski, Rowan, and Scott.

Live Homework Help Subgrants

Funds supported access to Tutor.com as a means of providing students with afterschool homework help. Tutor.com is an online tutoring service that contracts with libraries nationwide to provide web-based services through which individual students work in live, real-time sessions with subject area tutors. Grants were awarded to the following libraries:

- Bell County Public Library \$3,908
- Boyle County Public Library \$3,601
- Fleming County Public Library \$1,793
- Grant County Public Library \$2,910
- Grayson County Public Library \$1,646
- Henderson County Public Library \$5,828
- Hopkins County Public Library \$6,047
- Logan County Public Library \$1,646
- McCracken County Public Library \$4,469
- Nelson County Public Library \$2,352
- Nicholas County Public Library \$886
- Ohio County Public Library \$1,411
- Oldham County Public Library \$3,058
- Pike County Public Library \$4,469
- Pulaski County Public Library \$7,308
- Rowan County Public Library \$1,411
- Shelby County Public Library \$2,117
- John L. Street Library (Trigg County) \$705
- Mary Wood Weldon Memorial Public Library (Barren County) \$4,944

Training Equipment/Data Projector Subgrants

Funds were used to purchase data projectors, amplifiers, speakers, wireless microphones, laptop computers, and software for training, presentations, and video/DVD programs in the local library and the community. Grants were awarded to the following libraries:

- Anderson County Public Library \$4,809
- Breathitt County Public Library \$4,107
- Crittenden County Public Library \$4,335
- Cumberland County Public Library \$5,000
- Greenup County Public Library \$5,000
- McCracken County Public Library \$4,585
- Marion County Public Library \$5,000
- Owen County Public Library \$4,150
- Russell County Public Library \$4,800

- Warren County Public Library \$4,151
- Whitley County Public Library \$4,200
- Logan Helm/Woodford County Public Library \$4,850

Library Programming Subgrants

Funds were used to provide support for library programming activities. Grants were awarded to the following libraries:

- <u>Carroll County Public Library \$4,078</u>: Provided a program in partnership with the county community development corporation consisting of a discussion group centering on the book *Hannah Coulter* by Wendell Berry.
- <u>Green County Public Library \$6,750</u>: Provided a series of workshops on genealogy, computers, living wills, health, and nutrition in partnership with the Area Technology Center.
- <u>Clark County Public Library \$3,828</u>: Provided a series of home agriculture workshops and two conferences to introduce seed-starting skills and an Appalachian ethno-botany program to 20 Kentucky counties. The counties were then expected to partner with local resources to sustain Appalachian agriculture.
- <u>Daviess County Public Library \$3,560</u>: Provided a semi-weekly showing of contemporary and classic films for young adults. The series incorporated discussions to stimulate thinking and foster positive association with the library through books, services, and social interaction.
- <u>Kenton County Public Library \$16,000</u>: Partnered with local schools, libraries, and other educational entities to promote bilingual literacy. Award winning bilingual poet, Francisco X. Alarcon, conducted a series of workshops during which immigrant families created a book and videotapes of bilingual poetry.
- <u>Kenton County Public Library \$2,000</u>: Provided programs featuring books and their film counterparts. The books were read and films shown, followed by discussions to compare and contrast the two mediums.
- Marion County Public Library \$14,814: Provided after-school programming in an environment created especially for pre-teens and teens between the ages of 11 and 18. Pop-culture references were used in programs and furnishings to make the library more appealing to this age group.
- Meade County Public Library \$5,194: Provided a series of parenting classes focused on promoting healthier lifestyles for children through three years of age. Training for expectant and new mothers was provided in cooperation with the local health department. Topics included yoga, infant CPR, breastfeeding, reading and nutrition.
- Ohio County Public Library \$5,492: Provided a series of programs to enrich the lives of children and young adults through artistic expression and cultural education. Workshops included active learning through sculpting, painting, and drama.
- <u>Pike County Public Library \$5,000</u>: Provided a wellness program through collaboration with local health agencies. Medical professionals provided information on obesity and related health issues. Workshops covered proper

- nutrition, creating healthy meals, choosing the proper diet, and exercises to prevent and reduce the adverse effects of obesity.
- <u>Spencer County Public Library \$3,468</u>: Provided programming that encouraged an appreciation of reading for the whole family. Events were planned for three specific audiences. Men were provided an appreciation of archeology presentation; women, a Kentucky women's rights presentation; and children, a *Goldilocks and the Three Bears* puppet show.

KENTUCKY DEPARTMENT FOR LIBRARIES AND ARCHIVESBudget Summary

For the Fiscal Year Ended June 30, 2006

Source of Funds	<u>Amount</u>
General	\$13,447,100
Federal	2,629,300
Agency	<u>1,905,200</u>
TOTAL	\$ <u>17,981,600</u>

KDLA Annual Report 2005-2006 Field Services

Field Services Division - Serving Public Libraries

The Field Services Division provides support to public libraries to better provide library service to the citizens of Kentucky. Through consultation, technical assistance, and financial aid, this division supports the development of all aspects of public library services as mandated by KRS 171.140. It provides direct state aid to local public libraries as provided in KRS 171.201. In addition, reading materials and services are provided to Kentucky's blind and physically disabled population and to its institutionalized population as required in KRS 171.145 and KRS 171.150.

Bookmobiles - Bringing the Library to Patrons

KDLA provides bookmobile and outreach services to help public librarians provide services and resources to all Kentuckians, especially those unable to travel to the library due to age, disability, poverty, or lack of transportation. This year KDLA awarded one bookmobile grant, of \$21,500, to be applied to the approximate vehicle cost of \$47,000 with the remainder of the cost provided locally.

Kentucky has the largest bookmobile program in the country, with a fleet of more than 100 vehicles ranging from a small hatchback, to traditional step vans, to modern "cyber mobiles" - complete with Internet access. They are the most efficient and inexpensive way to provide library services to those who otherwise would not be able to access them. The bookmobiles serve all ages in urban, suburban, and rural communities, with scheduled stops at day care centers, schools, after-school programs, senior citizen centers, and nursing homes.

Bookmobile Fast Facts

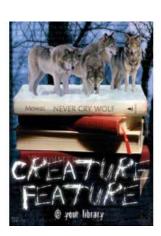
- Kentucky has 107 library vehicles on the road: 84 bookmobiles and 23 outreach vehicles.
- There are 82 certified bookmobile librarians in Kentucky.
- The oldest bookmobile currently on the road was purchased in 1985.
- The average number of bookmobile service hours per week is 27.5.
- Kentucky bookmobiles had 488,983 users this year.
- Bookmobiles circulated
 1,814,307 items this year averaging 3.71 items per user, and 21,598 items per vehicle.

<u>"Paws, Claws, Scales and Tales" – Summer Reading Program</u>

KDLA orchestrated a successful 2006 children's summer reading program with the theme, "Paws, Claws, Scales and Tales." Over 130,000 children across the state read and participated in activities featuring pets, both real and imaginary. The companion program for teens was called "Creature Feature." Public library employees had opportunities to engage children with stories and activities about beloved pets, as well as educate them about humane treatment of animals, responsible pet ownership, and opportunities and careers for children who love animals. The goal of these activities was to encourage children to participate in a fun, informative, family-oriented program that would help them maintain reading skills while on vacation.

KDLA Children's and Young Adult Services Consultants helped librarians prepare for the summer reading program by providing a series of training workshops. Presentations, activities, and exhibits gave the 200 participants ideas for promotions, activities, programs, and decorations. Each librarian was provided with a manual to use in planning a successful summer reading program, a clip art CD, posters, bookmarks, window clings, and banners. Additionally, the KDLA web site provided helpful resources such as bibliographies and product resources, as well as helpful tips and links to related sites.

PAWS CLAWS SCALES and TALES!





Public Library Fast Facts

- The cost per person for library material in Kentucky public libraries is \$3.27, roughly the same as a Big Mac© and fries.
- The average
 Kentucky public
 library director's
 salary is 4% less
 than the average
 Kentucky teacher's
 salary.
- There are 48% more registered public library borrowers than registered voters who cast ballots in the 2004 presidential election.
- Bookmobile circulation is over 1.8 million, or 1.14 items per household.
- Sixteen million people entered Kentucky public libraries, five times the number of horses raised on Kentucky farms.
- There are 4,298
 computer terminals
 in Kentucky's public
 libraries, nearly
 equal to the number
 of chickens cooked
 at the International
 Bar-B-Que Festival
 in Owensboro.
- Main libraries, branches, and bookmobiles total 277. There are 4.5 times as many public libraries in Kentucky as public schools.

Kentucky Talking Book Library Goes Digital

This year marked the 75th Anniversary of the National Library Service for the Blind and Physically Handicapped (NLS). Thanks to a grant from the Library Services and Technology Act, the Kentucky Talking Book Library (KTBL) celebrated the occasion by installing a new digital recording system. This technology replaced a 30 year-old system which used reel-to-reel tape. The remaining reel-to-reel system will be replaced in 2007. Books are that are recorded on the new digital equipment, a Low Complexity Digital Mastering System (LCM), feature high-quality sound and clarity, a welcome improvement for KTBL patrons (many of them senior citizens who may have experienced hearing loss). The LCM system is used to record Kentucky-related books that are not available in special format from any other source. This service provided by the Talking Book Library represents the only opportunity available for Kentuckians with low vision to read about their state.

Providing an enhanced product is a clear advantage of the new digital system. Another advantage of the system is increased efficiency in editing sound recordings. Staff can delete an error and insert a correction without having to re-record large sections. Digital recordings are produced and then transferred to cassette for distribution to patrons. Older reel-to-reel cassettes and tapes can also be transferred to digital files for sound editing, then transferred back to tape for patron use.

While commercially produced digital recordings and recorders are available to the public, they do not comply with the copyright law and U.S. Postal Regulations that are specifically required of Talking Books. NLS is developing a new digital talking book format and an accompanying player that will not only be in compliance with these laws and regulations, but will also be easier to use, have improved sound quality, and be more durable. Patrons are excitedly awaiting distribution of these products, due to begin in 2008. Digital sound recordings produced by KTBL's LCM system will already be compatible

Talking Book Fast Facts

- Kentucky Talking Book patrons -3,458
- NLS cassette book titles -47,549
- KY cassette book titles - 1,381
- Braille book collection 5,589
- Descriptive video collection 390
- Braille/cassette magazines 85
- Total titles 54,994
- NLS cassette book circulation -108,859
- KY cassette book circulation - 9,306
- Braille book circulation - 2,215
- Descriptive video circulation 817
- Magazine circulation -12,799
- Newsletters distributed - 9,184
- Total circulation 143,180
- KY books recorded this year
 38
- Volunteers 26
- Volunteer hours -1,122

with the NLS standard, enabling KTBL to meet patrons' needs now as well as during the lengthy transition from cassette format to digital recordings.

KTBL has over 20 volunteers who devote their time to narrating, monitoring, and proofreading Talking Books. Volunteers were treated to a small reception introducing them to the digital system. They were very enthusiastic and those who have used it are pleased with the improvements.



<u>KDLA's Regional Library Consultants - Helping Libraries Serve</u> Communities

Kentucky provides public library services in 118 counties. Because resources and ability of staff in library systems vary greatly, KDLA provides a support network of Regional Library consultants, located in offices throughout the state. When public library employees are confronted with a difficult question or problem, they can turn to their regional consultant for guidance on issues such as personnel, budget, public relations, planning, and legislation. Consultants also serve as liaisons between library staff, boards of trustees, local government, and KDLA.

These seven consultants travel extensively and provide assistance on a variety of issues every day. This year they made 135,070 contacts and traveled 161,271 miles making 1,127 site visits. They organized 216 meetings dealing with construction, long-range planning, library cooperatives, and other topics in support of public libraries.

The regional consultants help support continuing education efforts for Kentucky librarians. They organized 72 sessions which drew 1,342 participants, and utilized LSTA funds to reimburse library staff for registration fees and tuition incurred through other continuing education events. Regional consultants also held 76 library trustee orientations to familiarize new library board members with their responsibilities.

Children's and Young Adult Services for Public Librarians

KDLA supports public librarians who serve children and young adults by providing training, consultation, and coordination of statewide reading promotions, such as the summer reading program and the Prime Time Family Reading Time® program. KDLA administers federal grants in support of family literacy activities, as well as for evaluation of online homework help.

Prime Time Family Reading Time® is a unique intergenerational six-week program of reading and discussion designed for at-risk children aged six to ten, along with their parents. Developed and sponsored by the Louisiana Endowment for the Humanities, the program features award-winning children's picture books that stimulate discussion about themes and problems to which children can relate. Discussions are held at public libraries and led by a storyteller and a humanities scholar. In 2006, KDLA partnered with Kentucky Humanities Council to bring Prime Time projects to the following libraries: Bath, Boyd, Clay, Fleming, Grayson, Greenup, Jackson, Madison, Montgomery, Pike, Pulaski, Rowan, and Scott counties. Approximately 250 families participated in the program statewide.

Live Homework Help is a web-based service through which individual students work in real-time sessions with subject-area tutors. Online tools are used for instruction: "Instant Messenger" style communication, white board technology, document transfer, and hot links to web sites related to the topics of tutoring. Tutors are trained teachers and graduate students with special expertise in online instruction. The average homework help session is 18 minutes. To evaluate Live Homework Help, KDLA provided grants to libraries in 19 counties (Barren, Bell, Boyle, Fleming, Grant, Grayson, Henderson, Hopkins, Logan, McCracken, Nelson, Nicholas, Ohio, Oldham, Pike, Pulaski, Rowan, Shelby, and Trigg). During the school year, students in these counties used online tutors an average of 1.648 times per month.

<u>Public Librarian Certification – Continuous Improvement for Librarians</u>

Pursuant to KRS 171.230-300, public librarians in Kentucky must fulfill requirements to earn a Public Librarian Certificate by attending local, regional, or statewide training events. By progressively increasing their skills and knowledge, library staff keeps abreast of developments in the information age. KDLA works with the State Certification Board to facilitate this process. Throughout the year, KDLA planned, organized, and conducted a variety of continuing education events attended by library staff members to earn or renew their 5-year certificate. Additionally, these events enabled public library employees and trustees to perform their duties more effectively. This year, 206 library staff members earned or renewed their certificate, bringing the total number of active certified professional librarians, paraprofessionals and other staff in Kentucky to 955. This year, 1,019 participants attended KDLA continuing education events covering a wide variety of topics, as they strengthened their ability to serve Kentucky's need to know. Some of these events included:

- <u>Library Managers Institute</u> The second institute was held at the Leadership and Conference Center of Georgetown College with 54 new and experienced managers in attendance.
- <u>'Planning the Library Building to Meet Future Needs'</u> Bob Smith, of Robert Smith & Associates, presented two sessions to over 60 participants at the Bowling Green and Madison County Public Libraries. Topics addressed were

- building needs analysis and assessment, planning committees, library building program, building and remodeling with the customer in mind, and more.
- <u>'Marketing Your Library'</u> Workshops were held in Bowling Green and Lexington, outlining how to apply basic marketing principals to increase public awareness of libraries.
- <u>LE@D Online Training Courses</u> Contracted through the University of North Texas School of Library and Information Sciences. Three hundred participants took one of three courses: "Managing Difficult Patrons," "Reaching Teenagers," and "Using Databases."
- <u>The 2006 Trustee Forum</u> Held at five different locations throughout the commonwealth. Dr. Charlaine Ezell, president of The Extra Edge, spoke to over 200 trustees and directors about "How to Evaluate the Library Director."
- <u>'Beyond an Apple a Day! Providing Consumer Health Information in a Public Library.'</u> This workshop was held at the Carroll Knicely Conference Center in Bowling Green. Thirteen participants engaged online resources during this health information resources training.
- The KDLA 'Unworkshop' Offered at Grant County Public Library, Ohio County Public Library, Woodford County Public Library, and Rowan County Public Library. Three conversations related to three distinct topics were facilitated. An emphasis on dialogue, interaction through reflection and sharing, questions and comments, and other feedback enhanced participant learning. Conversations centered around the following: "Excellent Customer Service: It's Everybody's Business," "On the Horns of a Dilemma: Professional Ethics in a Changing World," and "Do You Have the Right to Remain Silent? Libraries, Law Enforcement, and Patron Privacy." KDLA staff facilitated the sessions.
- Widening Circles VIII: Cornerstones A biennial conference for public librarians serving children and youth was held at General Butler State Resort Park. Designed to provide intensive training and opportunities for broad professional network-building, this conference featured in-depth sessions on children's literature and on administration of children's services in public libraries. Optional pre-conferences were available on graphic novels and on developing skills for reading aloud, with 182 librarians in attendance.
- <u>'Do You Dare to Compare? Using Informata Connect'</u> The Lexington Public Library, Bowling Green Public Library, and Ohio County Public Library hosted workshop sessions to train librarians to compare their libraries with others around the commonwealth (and around the country), and to identify strengths, weaknesses, and trends that will assist in library reporting. Approximately 40 participants attended these sessions facilitated by the KDLA statistics consultant.

In addition to providing continuing education opportunities, KDLA continued its program of tuition reimbursement for courses taken at library schools accredited by the American Library Association. This was the second year full-time public library employees could participate in this program.

<u>**Library Construction - Building Opportunities**</u>

Seventy-eight of Kentucky's public library facilities are over 30 years old, making it difficult for their infrastructure to support 21st century technology needs or meet the needs of disabled patrons. Also challenging is a lack of space for collections and programs. KDLA helps library directors and trustees address these problems by providing a state-wide facilities specialist to assist them in making the best use of their building, or to guide them though renovation or construction projects. This consultant traveled over 20,000 miles last year to meet with library decision makers about facilities evaluation, space planning, security, maintenance, the Americans with Disabilities Act, site and architect selection, building codes, and to monitor construction and renovation projects. KDLA also offers construction grants for the Public Library Facilities Construction Fund when money is available.

KDLA Publications

KDLA library consultants produce <u>several publications</u> designed to help public libraries better serve their communities. Current and archived editions are available online at http://www.kdla.ky.gov/libsupport.htm.

- The Kentucky Public Library Newsletter is a bi-monthly publication sent to approximately 1,000 librarians to keep them up-to-date on library issues and events held throughout the state.
- *T-3 Trustee Training Tips* is printed and issued quarterly to 700 library trustees as an aid in governing their libraries.
- SelectioNotes is issued quarterly online to assist small and medium-sized libraries in their material selection process. It includes articles on print books, audiobooks, graphic novels, and outreach, and lists new books and videos available at the State Library.
- The *Kentucky Library News Digest* contains articles pertaining to libraries collected from newspapers and other sources. It occasionally contains other topics that may be of interest to the library community. It is e-mailed daily to 242 recipients.
- The Listening Post is issued quarterly to all patrons of the Kentucky Talking Book Library to keep them up-to-date on issues related to their service and to inform them about organizations, events, and products that may be of interest to those who are visually impaired.

Public Library Statistics - Information For and About Libraries

Recruiting and retaining high caliber staff is becoming increasingly difficult due to the complexity and competition in today's business world. Trustees and library management need information to help them create competitive salary and benefit

packages for their employees. KDLA consultants conducted a state-wide survey of public library staff salaries and benefits in order to provide libraries with such a guide. The "Kentucky Public Library 2006 Salary and Benefits Survey" grouped libraries into seven categories based on population, and collected information in four areas: major benefits, number of hours considered full-time, base or starting salary per hour, and minimum education required. Seventy-seven out of 116 libraries responded. Results are available online at: http://kdla.ky.gov/libsupport/survey/salary-results.htm.

In addition to this survey, Kentucky libraries annually submit statistical information to KDLA. The agency compiles this data and distributes it as the <u>Statistical Report of Kentucky Public Libraries</u>. Libraries and their boards use this information to plan programs and policies, to review their progress, and to compare their library with others in the commonwealth. The Statistical Report details 77 categories within the areas of finance, staff, collections, circulation, attendance, and technology. Kentucky is in its fourth year of using Informata Collect, an online system for collecting public library statistical information.

In addition to the print version, the Statistical Report is available online at: http://www.kdla.ky.gov/libsupport/statistics.htm. Those who subscribe to the online service Informata Connect can use it to create charts and graphs to organize and illustrate information collected by federal, state, and ALA sources.

<u>Library Technology - Improving Service for Kentuckians</u>

Technology continues to advance at a rapid pace and it can be difficult for library staff to know how to utilize it most effectively. KDLA provides a technology consultant who works with Kentucky's public library directors so they and their employees can keep abreast of the latest trends and use them to their best advantage. The most common questions come from those who are in the process of either purchasing their first automation system or replacing an outdated one. Many directors have inquired about Internet filters and compliance with the Children's Internet Protection Act (CIPA). Last year the KDLA consultant provided 38 Technology Alerts via e-mail to library directors on these topics and more.

To further support technology in Kentucky's public libraries, KDLA administers federal subgrants from the Library Services and Technology Act (LSTA). Five libraries shared a total of \$118,745 in funds used for the equipment and other materials necessary to automate their systems. Another five libraries received a total of \$20,441 in subgrants for developing new and innovative technological solutions to customer service problems. Additionally, four libraries were awarded a total of \$16,077 to purchase assistive technology to provide aid for underserved patrons requiring special assistance in utilizing library resources.

E-rate

The Schools and Libraries Universal Service Support Mechanism's Educational Rate, commonly referred to as E-rate, is a federal program that provides reduced-cost telecommunications and Internet services to libraries and schools. The discount received is based upon poverty levels in the library service area - ranging from 20%-90%. Forty-eight Kentucky libraries sought guidance from KDLA in order to take advantage of the program. Kentucky public libraries received \$590,372 in discounts this year, with the average rate of discount being 75%. The discounts ranged from \$420 to \$212,064, with the average amount being \$12,299.

Tax Rate

KDLA computed the allowable tax rates for the 104 counties in Kentucky that receive funding from local taxing districts. The department received each county's tax assessment from the Revenue Cabinet. The allowable tax rate for each was computed and provided to the county, which was used to set the rate for the coming year.

<u>Listservs for Public Libraries - E-mail Assistance from Colleagues</u>

KDLA monitors two e-mail discussion lists to aid public librarians in their work. KBOS is devoted to Kentucky's bookmobile and outreach services librarians. By using this listsery, 105 individuals from around the state have the opportunity to share ideas, voice concerns, and make valuable contacts through e-mail. Kentucky's Youth and Children List (KYAC) is tailored to librarians who serve infants through teens. Its 256 subscribers can seek advice or share ideas at their convenience, as well as stay informed about upcoming events.

KDLA Annual Report 2005-2006 Public Records

<u>Public Records Division - Serving Government, Archival</u> Institutions, and the Commonwealth

Under the terms of KRS 171.410-740, the Public Records Division (PRD) works with agencies to ensure creation and preservation of adequate and proper documentation of the agency's functions, policies, and essential transactions. This information protects the legal and financial rights of government and of individuals directly affected by an agency's activities.

PRD establishes standards and regulations for recording, managing, preserving, and reproducing government records, whatever their medium. PRD works with the heads of both state and local government agencies and their designated representatives to create and maintain active, continuing programs for the efficient management of government records. Division staff also collaborates with agencies on the inventory, analysis, and scheduling for retention of their records and electronic records systems, and serves as consultants to agencies on a variety of archival and records management issues.

The division operates the State Archives to house and make available for research permanently valuable state and local government records. The division manages the State Records Center to provide agencies with secure, economical storage for their non-current records. While serving distinct needs, these are the state's statutorily mandated central records depositories. To ensure continued preservation of and access to records, the division also offers micrographics, imaging, and document preservation services. The division provides citizens and government with access to records by arranging and describing them, by creating finding aids and access tools, by making them readily available through on-site research facilities, and by answering telephone and mail reference requests from a variety of constituents.

KDLA Building at Maximum

The Kentucky State Archives, at the Kentucky Department for Libraries and Archives' (KDLA) main building in Frankfort, has been at maximum storage capacity since June 2005 and has been struggling to meet sta

storage capacity since June 2005 and has been struggling to meet state and local government's continuing need for storage of permanently valuable records since that time. KDLA's request for an archival facility expansion was among a small number of capital construction requests approved by the Capital Planning Advisory Board

Public Records Fast Facts

- Public Records staff made 4,246 records management assistance contacts with state and local government agencies.
- 4,336,618
 documents were
 microfilmed; 4,087,
 023 documents
 were scanned and
 indexed; 6,528
 rolls of microfilm
 were duplicated.
- 17,643 individual preservation actions were performed on documents treated by the Documents Preservation Lab.
- 126,553 cu. ft. of records were destroyed at the end of their retention period, resulting in cost avoidance savings of \$ 22,779,540.
- The State Records Center held 177,614 cu. ft. of records, a 15% increase over the past year. The State Records Center answered 18,626 requests for record use.

(CPAB) in its 2005 review cycle. The Board, the official review body for capital requests from state government agencies and public universities, evaluates capital requests in the year prior to even-year sessions of the Kentucky General Assembly, when state agency budgets are considered and approved.

During budget negotiations in the legislature, the House of Representatives included construction funds of \$8.055 million for an expanded archives facility for the State Archives. Unfortunately, funding for the expansion was not included in the final budget legislation.

The lack of legislative authorization in the 2006 session of the General Assembly for construction of an expanded archival storage facility has put pressure on state and local government agencies which need to transfer records to the State Archives. At this time, there is no additional room at KDLA to accept these transfers, and agencies are finding themselves responsible for ensuring the security and preservation of permanently valuable records which would normally be slated for transfer to the State Archives. KDLA's building request will expand storage capacity by approximately 70%. The State Archives serves as a controlled environment storage facility for the permanent records of Kentucky state and local government. It currently stores over 99,000 cubic feet of records from state government agencies, city and county governments, and the state's courts and judicial offices. In light of this space crunch, KDLA staff continued to work with agencies on interim measures to meet their needs, including expanded reformatting options.

State Archives and Records Commission

The State Archives and Records Commission (SARC) meets quarterly to oversee the management of records created by government agencies in

Kentucky. With assistance from KDLA staff, the Commission reviews records retention and disposition schedules and makes decisions on recordkeeping standards and practices for Kentucky state and local government. New records of permanent value are created in government agencies every day. Government records:

- protect the legal, financial, and other rights of the government and its citizens
- ensure continuity and consistency in administration
- assist agency officials and their successors in making informed policy and program judgments
- provide information required by the General Assembly and others to oversee the agency's activities
- document the agency's organization, structure, and achievements.

The Commission recommended grants to local agencies as part of the Local Records Grant program. 2006 was the 21st year of providing grant funds to local governments

Public Records Fast Facts (cont.)

- Forty-one local records grants were awarded totaling \$430,000.
- Local records grants awarded in the past twenty-two years of the grant program: 1,251 grants for a total of \$13,729,455.
- 3,675 researchers were served in the Archives Research Room.
- 11,934 research requests were answered in the Archival Services Branch.
- 8,175 original records were used by researchers in the Archives Research Room.
- 14,217 rolls of microfilm were used by researchers in the Archives Research Room.

for the preservation, care, and use of their records. Forty-one grants were awarded for this fiscal year, totaling \$430,000, bringing the total funding for grants over the life of the program to \$13,729,455. Most grants were used for microfilming to ensure long-term preservation of vital government records. Many local governments also received money for electronic records projects to create indexes to improve access to records.

Local Records Program

The Public Records Division's Local Records Branch offered 22 workshops for local agency officials in all areas of the commonwealth. A total of 950 staff members from schools, county governments, municipal governments, universities, and public libraries participated in workshops. Topics included records management, electronic records, records retention schedules, disaster planning, e-mail management, digital imaging, open records, and archival preservation. These workshops increased awareness of the value of records management and of the services available to local agencies from the Public Records Division.

Local records staff worked closely with various agencies and associations such as the Kentucky League of Cities, Kentucky County Clerks Association, Kentucky Jailer's Association, Kentucky Association of Counties, Area Development Districts, Kentucky Department of Education, Kentucky School Boards Association, and others in order to provide training.

The Kentucky Department of Education approved continuing education credit for KDLA's three-hour presentation entitled "Managing Paper and Electronic Records." Local records staff presented this session at 10 different sites for employees of over 60 school districts. The Governor's Office of Local Development gave continuing education approval for a records management session for all county elected officials. Staff presented this workshop four times, with over 100 city and county officials in attendance.

Local records staff also gave workshops for the Kentucky County Clerk's Association at their semi-annual meetings and their Legislative Committee meetings; the Kentucky Association of Occupational Tax Administrators; the Bluegrass Chapter of ARMA International: the Association for Information Management; and Criminal Justice Training students at Eastern Kentucky University. Local records staff worked closely with the 15 Area Development Districts (ADD), and ADD offices graciously provided space for many of these workshops.

In addition to overseeing grants and providing records management assistance and training, local records staff answered questions about archival and records management issues from local officials on a daily basis. Local records regional administrators also visited government agencies to offer records management assistance, providing local government administrators across the commonwealth with necessary information on the government records in their care.

Electronic Records Working Group

The Electronic Records Working Group (ERWG) advises the State Archives and Records Commission and the Kentucky Department for Libraries and Archives on policy recommendations involving technology and records management. Staff from the Public Records Division continued to participate in the ERWG, along with representatives from the Commonwealth Office for Technology (COT), the Office of the Attorney General, the Auditor of Public Accounts, the Kentucky League of Cities, the University of Louisville, the Jefferson County Public School District, and COT's Division of Geographic Information. This year, the group helped develop the following guidelines and records management documents: expanded transfer procedures for digital photos; guidelines for transferring electronic records to the Archives which outline the types of media and file formats approved by KDLA; an analysis of the use of electronic recordkeeping systems in state government, including records management concerns in the information systems design process; and an Enterprise Information Technology Architecture Standard for long-term preservation of records. The group also analyzed and discussed the impact of electronic signatures and electronic notarization technologies in response to bills filed in the 2006 Legislative Session.

Advisory Committee on University Records

The State Archives and Records Commission reconstituted this committee, composed of Records Officers and records management staff from Kentucky's state assisted universities, and KDLA records management staff. Committee members have begun work on revising and expanding the University Model Records Retention Schedule. The schedule, first approved for release in this form in 1994, was initially comprised of a core section or *general schedule* portion, which included a cross section of basic records that all eight of the state's public universities created or received. While modest additions or amendments have been made to the schedule over the past 12 years, it was not possible to initiate a major expansion of the schedule to cover a broad range of university functions. Since the Committee's reconstitution, members have focused on making the schedule more comprehensive and on including coverage of records from individual campuses which document programs or functions that are unique to one or more campuses.

State Records Center Business Booming

The State Records Center continues to grow in order to meet the records storage needs of Kentucky state government agencies. Although many more records are computerized, paper records are still an important component of an agency's documentation requirements. The Records Center serves as an off-site storage facility

for all government agencies that are required to maintain specific records for a certain length of time, but do not have space in their offices to do so. This centralized storage facility saves millions of dollars annually in cost-avoidance for state government. The Records Center's holdings have grown dramatically in recent years, from approximately 58,000 cubic feet of records in 1987 to over 177,000 cubic feet of records today. The Records Center has two leased warehouse facilities in Frankfort and is not part of KDLA's main facility at the Clark-Cooper building.

Business at the State Records Center thrived this year, with more than 75 agencies served. The Records Center staff continued to meet customer needs processing over 1,500 requests per month and overseeing the destruction of approximately 645 cubic feet of records per month.

State Records Branch Adds Staff

After many months of being understaffed, the State Records Branch hired three new staff members this year, creating significant opportunities for increased agency contact and revision of state records retention schedules. The Branch hired one administrative specialist and two resource management analysts. The administrative specialist has expedited action on records destructions, records transmittals, and other tracking documents on which action had been deferred. Visits to state agencies rose from three in July 2005 to an average of 11 visits per month over the next 11 months. The annual total of 124 visits more than doubled the previous year's total of 53. These visits allow Branch staff to instruct state agency staff regarding proper records management and foster stronger relationships between KDLA and other agencies. The new staff also allowed the creation of new records retention schedules, or the complete revision of schedules that had not been significantly revised in two or three decades. Eight agencies' schedules were newly created or revised, compared with three the previous year. Thirty-one other agencies' schedules were modified in some way, compared with seven the year before. Creation or revision of schedules allows agencies to implement more effective records management programs and present a more accurate picture of records created and used by an agency.

Micrographics and Imaging Services

KDLA continued to provide quality document reformatting services to over 80 state and local government agencies on a cost recovery basis. Although very short staffed during this fiscal year, available staff continued to reformat documents in record numbers. Over 2.25 million documents were microfilmed and over 2,500 rolls of film were developed. More than three million documents were scanned on a variety of KDLA's state-of-the-art scanning equipment. These format conversion services help speed access to information, reduce the volume of paper-based files, and ensure archival preservation and continued availability of information contained in fragile paper records. In addition, KDLA offered microfilm duplication, security microfilm

storage, micrographics laboratory certification, and quality control inspection of microfilm.

State Archives Serves Customers

During the past year, staff of the Archival Services Branch continued answer customer reference questions using the records at the State Archives. Over 4.000 individuals came to the State Archives to conduct research in microfilmed or original paper records. customers Another 8.300 assisted by phone or mail in



answering research or reference questions about information in government records. These questions were answered using a variety of KDLA's archival resources, including over 60,000 rolls of microfilmed government records and almost 99,000 cubic feet of original paper records stored in the State Archives Center.

The Document Preservation Lab continued to provide important services in caring for paper records including cleaning, repairing, deacidifying, and encapsulating documents for government agencies throughout the commonwealth, in addition to providing care for records stored at the State Archives.

KDLA Launches E-Archives

Since 1958, KDLA has been Kentucky's central repository (the State Archives) for records of continuing value and has been responsible for housing, preserving, and making them available for research. During this time, recordkeeping practices have continued to evolve. New record formats have emerged and been adopted by public agencies. Increasingly, records are available to the public in electronic form. KDLA has created an Electronic Records Archives (e-Archives) as a way of managing digital public records and making them available to our citizens. The e-Archives expands KDLA's capacity to manage digital records of archival value. They contain a limited but growing selection of electronic records, including meeting minutes of state-level boards, commissions and legislative committees, and electronic state agency publications.

Electronic Records Research Projects

In order to provide the framework for the Electronic Records Archives, KDLA participated in a Persistent Archives Testbed (PAT) Project. The three-year

grant, funded by National Historical Publications and Records Commission (NHPRC), is in its final year. It has provided KDLA with the means to evaluate long-term storage of electronic records in collaboration with the San Diego Supercomputer Center and several other archival repositories. Outcomes of the project include an evaluation of costs and benefits of the PAT model, a comparative analysis of the potential for improved access, and use value of the collections. See http://www.sdsc.edu/PAT/ for project progress reports. KDLA responded to the Library of Congress' National Digital Information Infrastructure and Preservation project with a proposal to work with multiple institutions on preservation of electronic records.

State Historical Records Advisory Board (SHRAB)

The Kentucky SHRAB received a grant of \$10,000 from the National Historical Publications and Records Commission in support of its strategic planning initiatives. The funds will help improve the conditions of historical records and archival and manuscript repositories within the commonwealth. One of the goals of SHRAB is to provide more continuing education opportunities for professional archivists and others who care for historical records. To this end, SHRAB used part of the grant to fund two workshops in Kentucky during this fiscal year. Provided by the Society of American Archivists, the workshops allowed Kentucky archivists and librarians to receive training in a basic archives workshop and in a workshop on digital imaging. The first workshop, "Understanding Archives," was co-hosted by the Kentucky Historical Society and SHRAB. It provided attendees with an introduction to the basic principles of the archival profession, and offered practical advice on caring for historical records. The second workshop, co-hosted by the University of Kentucky, detailed current archival descriptive practices, "Describing Archives: A Content Standard."

Kentucky Archives Week

Kentucky Archives Week is held during the second week of October each year to celebrate Kentucky's unique historical records. The 2005 Kentucky Archives Week was held October 9-15 with the theme "A Sense of Place." Nearly 300 archival and manuscript repositories in Kentucky hold archival records that document the commonwealth's history and life with papers, photographs, diaries, letters, and government records including deeds and wills. Many of these institutions hosted open houses, exhibits, special programs, and speakers to highlight historical materials available for research in Kentucky archival and manuscript repositories.

The Kentucky Archives Week Coordinating Committee, in cooperation with SHRAB, released the Kentucky Archives Week Planning Guide. The Planning Guide provides helpful information for archives and manuscript repositories, public libraries, historical societies, local government agencies, and citizens on ways to plan for and celebrate the annual Kentucky Archives Week.

The Kentucky Department for Libraries and Archives featured three lunch-time speakers during Archives Week with three KDLA staff members giving talks on their current research topics. Additionally, the Kentucky State Historical Records Advisory Board presented the Thomas D. Clark Award during Kentucky's 2005 Archives Week. It was awarded to Dr. James Klotter of Georgetown College, Kentucky's State Historian. Dr. Klotter received his Ph.D. from the University of Kentucky. Dr. Klotter is being recognized for his outstanding scholarship and his many years of leadership at the Kentucky Historical Society. For more information on Kentucky Archives Week, see: http://archivesweek.ky.gov.

Disaster Preparedness

KDLA took part in the first phase of an initiative to improve disaster preparedness for archival records in the United States. The Council of State Archivists (CoSA), a national membership organization comprised of individuals who serve as directors of the principal archival agencies in each state and territorial government, is coordinating this long-term initiative to improve disaster preparedness. Fully developed, comprehensive statewide emergency response plans for archives and records will require a substantial investment of time and effort over the next several years. Using a phased approach, the CoSA initiative provides the framework and tools necessary to allow state archives and records management programs to make substantial gains incrementally. In 2005, KDLA completed a preparedness assessment which helped determine current preparedness strengths and weaknesses. This assessment will also provide a benchmark by which Kentucky and other states can measure progress as they implement statewide planning and preparedness measures. Over the next year, Kentucky and other states will complete basic preparedness documents, to collect and maintain the most critical information needed to respond to any kind of emergency. including key contacts, designated roles and responsibilities, and suppliers of essential goods and services; and a toolkit/resource directory for addressing the concerns identified through the assessment and for locating contacts and suppliers.

Friends of Kentucky Public Archives

The Friends of Kentucky Public Archives, a private membership organization, continues to work with the Public Records Division to support the management, preservation, and use of records at the Kentucky State Archives. In addition to publishing a quarterly newsletter, **For the Record**, this membership organization co-sponsors two public programming events per year.

Participants at the 22nd annual Kentucky Archives Institute in July, sponsored by the Kentucky State Archives and the Friends of Kentucky Public Archives Inc., attended a number of interesting sessions and explored the research potential of a number of little known or infrequently used public records. Archives Research Room staff spoke on military and naturalization records. Dr. Aloma Dew gave the luncheon address on

"Women's Roles and Rights in Early Kentucky." The Archives Institute is one of the key outreach events each year of the Friends organization.

The Friends and KDLA co-hosted the Seventeenth Annual Public Archives Symposium in November at Shaker Village of Pleasant Hill. The annual Symposium features discussion of research and historical scholarship by focusing on a recently published historical work. Dr. Yvonne Honeycutt Baldwin, of Morehead State University, spoke on her research for her recently published book, **Cora Wilson Stewart and Kentucky's Moonlight Schools: Fighting for Literacy in America**.

KDLA Annual Report 2005-2006 State Library Services

State Library Services - Serving Government and Public Libraries

The State Library Services Division provides access to information to meet the needs of its customers and provides statewide leadership in sharing information through library networking. As required in KRS 171.140, it provides library services through the State Library for its clientele: state government personnel, public librarians, employees of other institutions, and individuals. In an effort to equalize library service and access to information across the state, this Division promotes and maintains cooperative arrangements for information and resources sharing among all types of libraries and information centers including state agencies as mandated by KRS 171.200.

The Technical Support Branch of the State Library Services Division, which maintains a highly trained, skilled, and knowledgeable professional and paraprofessional staff, creates computer access to the State Library's collections through the online KDLA Catalog. Also, through OCLC, Online Computer Library Network (the international bibliographic utility), the staff contributes holdings information on titles belonging to the KDLA collections and that are available for resource-sharing purposes. In addition, the Technical Support Branch provides consultative support to Kentucky's public librarians on cataloging and processing issues, and submits a column of cataloging tips for publication in the Public Library Newsletter.

KDLA Videos Assist Summer Reading

The library's multimedia staff prepared a mediagraphy of videos and DVDs in the State Library's collection for the summer reading program themes of "Paws, Claws, Scales and Tales" and "Creature Feature." Selected titles on the mediagraphy were available for preview at the summer reading workshops held in Frankfort. The mediagraphy was distributed statewide to children's and teen librarians to assist them with summer reading programming.

KDLA Supports State Government Training Efforts

KDLA continues to work with state government agencies to meet the information and training needs of state government employees. State Library Services staff made informational presentations on the library's services to state government employees, a general introduction to the State Library's remote access research databases, and/or an in-depth demonstration on a particular research database to the following agencies: the Kentucky Commission on Human Rights, the Department for Mental Health/Mental Retardation, the Office of Aging Services, Public Health-Epidemiology, and Public

Health - Child Care. The Library's staff also provided displays at the Ten-Ure

Conference, the Kentucky Employee Assistance Program workshop sessions, the Kentucky Safety Program's Fundamentals of Safety training sessions, the Commonwealth Credit Union's 50 Plus Festival, the Governor's EEO Conference, and the Governor's 2nd Annual Minority Empowerment Conference. Library tours were also conducted for employees from Tourism's Welcome Centers, the Kentucky Historical Society, and the Kentucky School for the Deaf. The Reference staff continues to create and update bibliographies to provide information for employee and management training resources in the library's collection. All bibliographies are available through the KDLA website.

State Library Reaches State Agencies

As part of the September 2005 National Library Card Sign-up Month, State Library staff e-mailed information on the State Library's collections and services, and offered opportunities for library card signup. Agencies responding to the library's invitation were the Department of Veterans Affairs, the Kentucky Commission on Human Rights, the Department for Environmental Protection's field offices, the Office of Insurance, the Secretary of State's office, the Kentucky Office of Homeland Security, the Kentucky Office of Energy Policy, the Department for Natural Resources, the Kentucky Department for Fish & Wildlife Resources, the Department of Tourism, and the Governor's Capitol Staff. During September 2006, National Library Card Sign-up Month, State Library staff conducted on-site visits at the Capitol Annex. the Transportation Cabinet building, and the CHR Building. On-site visits were also made in Louisville to the Cabinet for Health and Family Services/Department for Community Based Services regional office in Jefferson County and the Kentucky Higher Education Student Loan Corporation. The Library's promotional activities resulted in over 500 new state government employee patrons.

State Library Evaluates Services and Collections

The State Library staff continues work on a long-term project to evaluate its services and collections. Work groups are investigating issues relating to services for state government and public library customers' assessment of needs, methods to develop and retain customer relationships, and an ongoing evaluation process for feedback. The State Library deployed a Public Library Survey this year asking public library staff about services and collections which were

State Library Fast Facts

- 127 Large Print
 Discussion Kits were
 available for adults,
 and 20 Text Express
 kits were used for
 youth and teen book
 clubs.
- 1,699 newspaper microfilm reels were used by patrons for research.
- 2,044 MARCIVE records representing federal publications were added to the KDLA Catalog.
- 1,456 state government employees applied for State Library cards in person and through email solicitations and onsite informational visits.
- 286,559 non-OCLC records were loaded to the Kentucky database at OCLC for resource sharing.
- 18,711,059 searches were performed in the 43 databases licensed through the Kentucky Virtual Library that is partially funded by the State Library. Use of the core collection databases increased by 73% over last year.
- State Library provided technology training classes to 696 library staff members

being provided to them by the State Library. Additionally, at the 2006 Widening Circles

Conference four focus groups with five participants each discussed their needs in conjunction with programming support. This was the first of a number of assessment tools which will be utilized to determine how we can best support the needs of these public library staff. Collection assessment has been completed for the reference, periodicals, and nonfiction sections. Work continues on evaluating the media collection. The benefits of such an assessment include freeing shelf space for newer materials, withdrawal of materials that may contain dated information, and withdrawal of items that are no longer used or that are in poor condition.

State Library Fast Facts (cont.)

 State Libraryfunded Kentucky Union List of Serials Project staff processed 8,821 updates from 75 libraries to the KULS records in OCLC.

State Library Offers Support to Kentucky's Public Librarians

Special efforts were made by the State Library staff to maintain contact with public library staff. An e-mail "Reference Question of the Month" continued to share interesting questions received through the "Ask a Librarian" consultation service, as well as provide an opportunity to recommend information resources and provide helpful research tips. Also, presentations and exhibits were held at the Kentucky Public Library Managers Institute, the Kentucky Public Library Association, and both the Widening Circles Conference and the Kentucky Library Association annual conference. The Reference staff provided training sessions on reference, media collections, and federal government documents topics at both state and regional library meetings. Additionally, they continued to provide assistance to library staff members from across the commonwealth, in creating and maintaining access to information.

Large Print Rotating Collections

To better serve libraries participating in the Large Print Rotating Collection program, an improved circulation process was adopted this year. Previously, collections of 70 books were sent to a library within a particular library region and then rotated among other interested libraries in that region for a period of several years. Realizing that library staff were experiencing some dissatisfaction with the condition of the books received and the genres of the books selected at the end of each rotating cycle, the State Library responded by adopting a circulation model that favored more direct circulation procedures. As a result, the large print collections are sent directly from KDLA to participating libraries, and staff can specify the genres desired in each set of books through the creation of a profile. A total of 83 libraries and branches in 68 different counties participate in the program, and at any one time 11,342 large print books are in circulation to these libraries.

BiFolkal and Large Print Book Discussion Kits

The State Library's 2006 marketing campaign to nursing homes and senior citizen centers throughout Kentucky was successful in promoting its collection of BiFolkal and Large Print Book Discussion kits. BiFolkal kits provide program ideas and resources for those planning reminiscence programs with older adults. The State Library also continued to offer multi-format book discussion kits with 15 copies of a large print book title, 1 audiobook, and a discussion guide - all packaged in a sturdy wheeled bag. The kits were designed to enhance public librarians' support of reading and literature among the senior members of their communities who would benefit from lively discussion and socialization. Current title selections include mysteries and suspense, westerns, romance, classics, current fiction, Christian fiction, biography, and history. All kits are listed in the KDLA Catalog and are checked out the same way as other media materials. Discussion kits may also be reserved for future dates. Overall, libraries from 39 counties checked out a total of 191 BiFolkal kits, and libraries from 35 counties checked out a total of 171 Large Print Book Discussion kits.

Text Express Kits

In partnership with the Field Services Division, the State Library has circulated Text Express kits (book discussion kits for children and young adults) to public libraries since April 2006. Librarians from 22 counties checked out the 20 Text Express kits a total of 53 times. Given the popularity of these kits, it is anticipated that more titles will be added to the collection.

State Government Publications

The responsibility for the State Publications is divided between two divisions, State Library Services and Public Records. Early partnership efforts concentrated on creating a State Publications Collection Policy, specifically developing selection criteria for determining a priority list for providing bibliographic access. Other partnership efforts have centered on exploring the best ways to provide access to state publications, determining service points for the different



types of publication materials, and training for KDLA staff on the options for the electronic storing of web-only state publications.

Technology Training for Public Libraries

KDLA coordinated professional technology training for library employees and administrators. Six hundred ninety-six library staff members attended 64 face-to-face, 24/7, online anytime instructor-led, and online live classes. These technology training sessions are made possible through the three year (2004-2007) Staying Connected grant provided by the Bill and Melinda Gates Foundation. The content and delivery methods are a direct result of the responses to the KDLA Librarian Training Needs Survey, which is conducted annually. All of these classes are free of charge to library staff as we are supported by the Gates Grant with matching funds provided by the Institute of Museum and Library Services under the provisions of the Library Services and Technology Act as administered by KDLA.

Gates Foundation Awards Grants

KDLA applied for and received Bill and Melinda Gates Foundation Public Access Computer Hardware Upgrade Grant (PAC HUG) funds. These funds (\$955,500) were distributed directly to 116 public library systems and will be used to replace and/or upgrade public access computers in 172 buildings. The amount of the awards was based on the PAC inventory reported by each library, the criteria of the Foundation, and the approved KDLA application. There are three levels of funding which are intended to replace the original 1999 Gates PACs still in service, older PACs from other funding sources and to upgrade and/or replace other PACs as appropriate.

KDLA also applied for and received grant funds in conjunction with the Rural Library Sustainability Program. This project is jointly supported by OCLC Web Junction and the Bill and Melinda Gates Foundation. It will fund in-state training sessions designed to increase the number of rural librarians developing and implementing action plans for sustaining and expanding public access computing in their communities. It will also facilitate a forum for a minimum of three librarians to meet in conjunction with ALA's annual conference to share the results of their workshops, best practices, and develop next steps to address the challenges of sustainability. Planning and training took place during this year with deployment slated for SFY 2007.

Support for KYVL

The Kentucky Virtual Library (KVYL) received assistance from KDLA in the form of staff expertise and financial support. State Library staff served on various KYVL committees examining issues related to technology, collections, document delivery, and resource sharing.